

Downtown Albany Employee Parking System Overview

Please note that it is critical that employees reflect updated and current contact information in their Employee Parking Profiles in order to ensure that they receive timely information, including permit offers. Permit offers are sent via profile holders' email, so please be sure to include a valid email address.

Status Reports:

The initial Status Report that will be posted on Monday, July 12, 2021, will reflect projected permit eligibility dates based on current parking preferences. Two subsequent updated Status Reports will be posted on Wednesday, July 14, 2021, and Friday, July 16, 2021, reflecting updates to eligibility dates impacted by employee lot preference changes made in their Employee Parking Profiles.

Employees on Leave:

Employees planning to be on leave when OGS begins extending permit offers (the week of July 19, 2021) should contact their Agency Parking Coordinators to grant them permission to accept an offer on their behalf.

Declination Policy:

It is important to note that failure to respond to permit offers within the specified timeframe of **3 business days** will be recorded as a 'declination.' Two declinations for the same location will disqualify the employee from competing for a permit in that specific parking facility for 6 months.

"I Choose to Stay in My Current Parking":

Employees who are happy with their current parking situation are encouraged to choose the first preference in the drop-down preference list, **"I choose to stay in my current parking"**. This will prevent employees from receiving unwanted permit offers and will expedite OGS's ability to reach eligible and interested employees more quickly.